Summary Report for Individual Task
101-92A-3401
Perform Inventory Adjustment Actions
Status: Approved

Distribution Restriction: Approved for public release; distribution is unlimited.

Destruction Notice: None

Foreign Disclosure: FD6 - This product/publication has been reviewed by the product developers in coordination with the Fort Lee, VA foreign disclosure authority. This product is releasable to students from foreign countries on a case-by-case basis.

Condition: Assigned as an Automated Logistical Sergeant serving as the Noncomissioned Officer In Charge (NCOIC) of the supply support activity having conducted an inventory that needs to be finalized anda requirement tocleardifferences that can or cannot be reconciled. Causative research has been conducted and could not be reconciled;thedifferences need to be cleared as either an inventory adjustmentoradminstrative adjustment; print the IARs and provide IARs to the accountable officer for signature. Given a computer system with the GCSS-Army software installed and configured, access to the inventory overview, supporting research documents and the GCSS-Army EUM+.

Standard: Correctly conduct cauasative research to identify causes of inventory adjustments and clear resolved or unresolved IARs (if required) through transaction ZLi21.

Special Condition: None

Safety Risk: Low

MOPP 4:

Task Statements

Cue: None

DANGER
None

WARNING
None

CAUTION
None

Remarks: None

Notes: None

Performance Steps

1. List inventory differences.

    a. Key in LX17 on the action line and execute.

    b. Key in the warehouse number.

    c. Key in the storage type.

    d. Click "Execute" to process.

    e. Review data and conduct causative research to clear or validate discrepancies.

2. Clear differences for an inventory adjustment.

    a. Select T-Code ZLi21 and execute.

    b. Key in the warehouse number.

    c. Key in "999" in the storage type field.

    d. Click "Execute" to run.

    e. Review warning message and click "Yes" to continue.

    f. Perform the following actions:

        (1) Click the checkbox of differences that need to be cleared.

        (2) Click the "Write-Off" button.

        (3) Click the "Back" button to open "ZIAR".

    g. Print the Inventory Adjustment Report (IAR).

    h. Click the "Back" button twice to return to ZLi21 main screen.

    i. Exit ZLi21.

3. Clear differences for an administrative adjustment.

    a. Select T-Code ZLi21 and execute.

    b. Key in the warehouse number.

    c. Key in "999" in the storage type field.

    d. Click "Execute" to run.

    e. Review the warning message and click "Yes" to continue.

f. Conduct causative research to determine discrepancy (if required).

g. After causative research is conducted and differences still exist, return to ZLi21 and perform the following:

    (1) Click the checkbox of the difference(s) that need to be cleared.

    (2) Double click on the reason code.

    (3) Press the F4 button.

    (4) Double click the desired reason.

    (5) Click the "Continue" button.

    (6) Click the "Write-Off" button.

    (7) Click the "Back" button to open "ZIAR".

h. Print the IAR.

i. Click the "Back" button twice to return to ZLi21.

j. Exit ZLi21.

4. Print an IAR using ZIAR.

a. Key in ZIAR on the action line and execute.

b. Key in the physical inventory warehouse RIC.

c. Key in the inventory document number.

d. Click "Execute" to run.

e. Click the "Print Preview" button.

f. Review the IAR document.

g. Click on the SAP print button.

h. Click "OK" to print.

i. Click the "Back" button to return to the ZIAR main screen.

(Asterisks indicates a leader performance step.)

Evaluation Guidance: Score the soldier GO if all performance measures are passed. Score the soldier NO-GO if any performance measure is failed. If the soldier scores NO-GO, show the soldier what was done wrong and how to do it correctly.

Evaluation Preparation: At the test site provide all materials that are relevant to the task to include those mentioned in the condition statement.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Listed inventory differences.			
2. Cleared differences for an inventory adjustment.			
3. Cleared differences for an adminsitrative adjustment.			
4. Printed an IAR using ZIAR.			

Supporting Reference(s):

Step Number	Reference ID	Reference Name	Required	Primary
	GCSS-Army EUM+	GCSS-Army End User Manual Plus	Yes	Yes

Environment: Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

Safety: In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

Prerequisite Individual Tasks :

Task Number	Title	Proponent	Status
101-92A-3400	Manage the Inventory	101 - Quartermaster (Individual)	Reviewed

Supporting Individual Tasks : None

Supported Individual Tasks : None

Supported Collective Tasks : None

ICTL Data :

ICTL Title	Personnel Type	MOS Data
92A Automated Logistical Specialist SL30 ICTL	Enlisted	MOS: 92A, Skill Level: SL3, Duty Pos: QDX